**Section**8

**Alleghany County Public Schools**

**Procedures Regarding Academically Gifted Identification And Services**

I. Parent/guardian requests a conference with the Academically Gifted Review Committee.

II. The parent/guardian requests a conference with the school principal (if the principal is not a member of the Academically Gifted Review Committee).

III. The parent/guardian appeals the principal’s decision to the Alleghany County IV.

IV. The parent/guardian appeals to the Superintendent of the Alleghany County Public Schools.

V. The parent/guardian appeals to the

Alleghany County Board of Education.

VI. The parent/guardian petitions the administrative law judge for a contested case hearing.

If the student was self-nominated or nominated by a parent/guardian but not identified as needing differentiated services by the

Academically Gifted Review Committee,

inform parents/guardian of this decision by providing them the following:

1. Copy of Referral/Summary of Data Form

2. Copy of Due Process Procedures

If the student was identified, and the

Academically Gifted Review Committee recommends a Differentiated Education Plan,

Inform parents/guardian of this decision by providing them the following:

1. Copy of Referral/Summary of Data Forms

2. Copy of Differentiated Education Plan

3. Copy of Due Process Procedures

If parents have disagreements regarding nomination, identification, or service options, they are guaranteed the due process procedures on the following pages.

DUE PROCESS

PROCEDURES

**STEP I-Academically Gifted**

**Review Committee**

1. Parent/guardian may make a request for a conference with the Academically Gifted Review Committee to discuss the concerns about the recommendation.
2. Academically Gifted Review Committee reviews the student’s record and their previous nomination, identification, and service option decisions. The committee may gather additional information about the student from teachers and/or parents as needed. The Referral/Summary of Data Form may be updated.
3. Academically Gifted Review Committee grants the conference within five school days of request and responds to parent/guardian in writing within five school days of conference.
4. If the disagreement is not resolved at the Academically Gifted Review Committee conference, then proceed to Step II-Principal Conference (unless the principal of the school was on the AGRC).

**STEP II-Principal Conference**

1. Parent may make a written request within 30 days for a conference with the principal.
2. Principal reviews the recommendation with the Academically Gifted Review Committee chairperson.
3. Principal grants the conference within five school days of request and responds in writing within five schools days of conference.
4. If the disagreement is not resolved at the principal conference, then proceed to Step III-Appeal to AG Coordinator.

**STEP III-Appeal to AG Coordinator**

**Program Administrator**

1. Parent/guardian may appeal principal’s decision in writing to the AG Coordinator within five days of receiving the response.
2. AG Coordinator reviews the grievance within five days of receipt of appeal.
3. AG Coordinator responds in writing to the parent and principal concerning the outcome of the review within 10 school days.

If the grievance is not resolved at STEP III, then proceed to STEP IV-then proceed to STEP V-Appeal to the Board of Education.

**STEP IV-Appeal to Superintendent**

1. Parent/guardian may appeal decision of AG Coordinator to the Superintendent within five days of receiving the response.
2. Superintendent reviews the grievance with five days of receipt of the appeal.
3. Superintendent responds in writing concerning the outcome with ten school days to the parent/guardian and

principal.

If the grievance is not resolved in Step IV, then proceed to Step V-Appeal to the Board of Education.

**STEP V-Appeal to the Alleghany County Board of Education**

1. Parent may appeal to the Board of

Education in writing within 10 school days following the written response from STEP IV.

1. The Board shall offer a final written decision within 30 days.